

**MARTIN CITY COUNTY WATER DISTRICT
BOARD OF DIRECTORS MEETING
June 22, 2017, LIETZ HALL, MARTIN CITY, MT
Minutes**

The meeting was called to order at 7:01 p.m. Present: Board Members Greg Doggett, Jacque Ferbrache, Fay Dowling, and Jim Zerbe; General Manager/Chief Operator Shane Pierson, and Clerk Victoria Zerbe. Flip Paulson arrived a few minutes after the meeting started.

The Minutes for May 25, 2017 were approved by unanimous consent.

For the Operator's Report, Shane Pierson reported that the water quality tests for rad gross alpha, radiums combined, synthetic organic compounds (SOCs), and volatile organic compounds (VOCs) scheduled for 2017 and taken on June 6 were satisfactory and labeled either not detected or within minimal reporting limits. The monthly coliform water test was satisfactory.

All valves and hydrants were flushed in Glacier Hills. Gravel washed onto the road during the flushing was removed. The Chief Operator is working on the valves in Martin City now. He burned the weeds at the pumphouse. The General Manager turned Mike Baker's water service off on June 13 and then restored service the same day as requested by the customer for a line repair.

On June 13, the door to the pumphouse was found open and the generator door knob was broken. Nothing was missing, but the incident was reported to the Flathead Sheriff's Department. The Chief Operator replaced the door knob and will add a deadbolt to the generator door as well as blocks on the other two building doors. At 2:30 a.m. on June 19, Shane was notified of a power outage at the pumphouse. When he arrived at the pumphouse, a transformer was laying on the floor with broken wires hanging loose. The Sheriff's Department was again notified. Shane arranged for an electrician to repair and remount the transformer thus restoring electricity to the building. Pump #1 was run manually so there was no service interruption for customers. Besides lock guards, Shane will have a locksmith re-key the door locks.

The General Manager also reported that the O & M Strategy was current, late notices were served, and payments received. Shane received a bid of \$400 for correlating the leaking pipe near sequence #320 across Highway 2, and found out that there will be no additional cost for locating the entire line. The Board agreed that Shane should go ahead with the project. Nothing new was reported with work orders.

In review of the System Reports for May, the water loss percentage remains between 20 to 25 percent. Total loss is going up, however. The Usage Report depicts water use is rising because of the summer. Adjustments for the receipt of one-half of Russ Pyles' new service estimate and connection fee were noted in the Adjustments Report. The Board reviewed the Rate Code Reports and the Usage and Loss Reports. In the Comparison Report, water pumped was well below 2016 figures.

The Clerk reviewed the District's financial statements for May 2017. Tax bill receipts from Flathead County deposited in Tax Roll Fund #7273 amounted to \$7,276.72. The Capital

Investment Fund #7274 received \$105.14 in interest distribution. Both figures were reported in the Profit and Loss Statement, leaving a Net Ordinary Income of \$6,775.73 for the month. There were no questions on the Clerk's time sheet.

The revised Disbursement Report for June 22, 2017 listed a \$2,000 transfer from the County Tax Fund #7273 to checking for Operations and Maintenance. The 3rd Avenue lot sale proceeds were recorded as \$14,563.69. A payment of \$1,040 to Montana Environmental Lab for the mandated water tests was also listed on the report. **A motion to approve the revised Disbursement Report and the payment of bills was made by Flip, seconded by Greg, and unanimously approved by the Board.**

The Clerk, with the Board President's approval, sent a letter to Jeff Armstrong asking for the removal of the motor vehicles parked for extended periods of time in the 100-foot radius of the water supply well at the pumphouse. The vehicles have been moved. The Past Due Reports were reviewed. Kevin Davey, Account #55, again was posted for two months past due even after being sent a letter and detailed audits illustrating the amount of money he spent in the past year on late fees. The Board agreed that the Chief Operator can turn off water service to either Davey or to Andrew Bancroft's Account #95 after posting for being two months late without additional contact to collect payments if payment is not received by the cut-off deadline, since the two customers are chronic late payers. This is subject to verification with the District Rules and Regulations.

The Operator and the Clerk reported on the approximate hours spent on telephone calls, U-Dig follow-ups, invoice preparation and other duties not being included in new service final bills to customers. An Administrative Fee of 2 hours at the Clerk's pay rate and 4 hours at the Chief Manager's pay rate will be included in final new service bills. If the potential customer does not belong to the water district, 5 hours instead of a 2-hour administrative fee will be added.

The Clerk will send a letter from the Martin City County Water District to the owners of the motor vehicles, boats, or trailers parked on the pumphouse lot to remove them immediately. Besides being parked on the District's property, the motor vehicles are in an area surrounding the pumphouse that is a well-isolation zone with restrictions by the Department of Environmental Quality for potential sources of toxins and contamination to the water supply.

Under Old Business, Watson Excavation signed the contract for the replacement work needed for the old 1½ inch line north of Old Hwy 2. A specific start date has not yet been set. The 3rd Avenue lot sale proceeds were recorded as \$14,563.69, as noted in the Disbursement Report. The sale, therefore, is final and the funds are in the bank. The proceeds will remain in MCCWD's checking account for line replacement project funding.

There was no New Business. The District's next Board Meeting has been scheduled for Thursday, July 20, 2017 at 7:00 p.m. As there were no other items to discuss, Jim made a motion at 7:49 p.m. to adjourn, and Flip seconded it; all agreed.

Respectfully submitted,